



Guangyang Secondary School
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Semestral Plan for Sec 1 NT Computer Applications

Please be informed of the following curriculum and assessment plan for matters pertaining to Computer Applications for your child/ward in 2023.

1 Curriculum Plan

CPF: Computer Fundamentals DOP: Document Processing IMC: Interactive Multimedia Communication MEL: Media Elements		
Term 1	Topic to be covered	
Week 1		
Week 2	IMC1	Introduction to IMC
Week 3	IMC2	Interactive Use of Multimedia
Week 4	IMC3	Designing Slide Presentations
Week 5	IMC4	Designing Slide Presentations
Week 6	IMC5	Hyperlinks
Week 7	Revision WA1	IMC 1-5
Week 8	WA1 + CPF1	WA1: IMC 1-5 CPF1: Computer Systems
Week 9	WA1 Review + CPF1	 CPF1: Computer Systems
Week 10	CPF2	Input/Process/Output

March Holi: **CPF1&2** Quiz via SLS

Term 2		
Week 1	MEL1	Computer Graphics
Week 2	MEL2	Basic Tools and Skills
Week 3	MEL3	Editing Graphics
Week 4	MEL4	Advanced Tools and Skills
Week 5	Revision WA2	MEL 1-4
Week 6	WA2 + MEL5	WA2: MEL 1-4 + Raster Graphics
Week 7	WA2 Review + MEL5	Raster Graphics
Week 8:	MEL6	Audio and Video
Week 9	MEL6	Audio and Video
Week 10	CPF3	Software

June Holi: **CPF1-3** Quiz via SLS

Term 3		
Week 1	DOP1 DOP2	Introduction to Documents Formatting Paragraphs and Page Layout
Week 2	DOP3 DOP4	Graphics in Documents Working with Tables
Week 3	DOP5 + Revision WA3	Formatting Pages + DOP 1-5
Week 4	Revision WA3 + WA3	DOP 1-5 + WA3: DOP 1-5
Week 5	WA3 Review + CPF4	CPF4: Responsible Use of Computers

Week 6	CPF4	CPF4: Responsible Use of Computers
Week 7:	EYE Revision	IMC 1-5
Week 8	EYE Revision	MEL 1-6
Week 9	EYE Revision	DOP 1-5
Week 10	EYE Revision	CPF 1-5
Sept Holi: CPF1-4 Quiz via SLS		
Term 4		
Week 1	EYE Revision	Mock Practical Paper 2
Week 2	EYE Revision	Mock Theory Paper 1
Week 3	EYE Exam	
Week 4	EYE Exam	
Week 5	EYE Exam Review	
Week 6	Post Exam	MEL Video Making Competition

The above plan is subjected to changes due to any school events, public holiday and school holiday.

2 Assessment Plan

Components of

- Weighted Assessments (WA)
- End-of-Year Examination (EYE)

Semester	Semester 1	Semester 2		
Term	Term 1	Term 2	Term 3	Term 4
Types of Assessment	WA 1	WA 2	WA3	End-of-Year Examination
Weightage	15%	15%	15%	55%
Tentative Date	Term 1 Week 8	Term 2 Week 6	Term 3 Week 4	Term 4 Week 3 - 4
Topics Covered	IMC: Interactive Multimedia Communication	MEL: Media Elements	DOP: Document Processing	Refer to EYE Exam Format
	<i>Theory: 12marks (30%)</i> <i>Practical: 28marks (70%)</i> Total: 40 marks			Paper 1 (Theory): 60 marks (30%) Paper 2 (Practical): 70 marks (70%) Total: 130 marks
	<i>Setter:</i>	<i>Marker:</i>		
Assessment Mode	Written + Practical			

3 EYE Exam Format

EYE Components	Weightage	Date	Paper format	Marks/Duration
Paper 1 (Theory)	30%	Term 4 Week 3-4	Section A: MCQ (<i>20 marks</i>) Section B: Open Ended (<i>40 marks</i>) <ul style="list-style-type: none">• CPF 1-4• MEL 1-6• DOP 1-5• IMC 1-5	60 marks 1h 15min
Paper 2 (Practical)	70%		Softcopy submission <ul style="list-style-type: none">• Task 1: MEL (<i>21 marks</i>)• Task 2: DOP (<i>28 marks</i>)• Task 3: IMC (<i>21 marks</i>)	70 marks 1 hr 30 min

4 Absence from Weighted Assessments

- Medical certificates must be produced if student is absent for any of the weighted assessments.
- Parent's letter is strongly discouraged, and its validity will be approved based on a case-by-case basis.
- Absence from any weighted assessment without a valid reason will result in zero mark.
- Do note that student will have to do a make-up weighted assessment on the day he/she returns to school.
- With this information, we hope all students will be better prepared themselves for the academic demands in 2023.
- Do feel free to contact the CPA teachers (Mr Sunny Chan and Mr Murtaza) should further clarification be needed on this matter.